



Accounting, Actuarial & Legal Service Provider Checklist

We have developed this checklist as a reference prior to sending procurement packets to PERAC.

Please use as a guide to assist you with the documents required for non-investment related service providers.

This checklist can be used for new hires as well as rehires.

1

General Information:

Board -

Date Received -

Service Provider -

2

✓ Checklist:

Please ensure you have all required documentation listed to the right prior to submitting your procurement package to PERAC.

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1. Vendor Contact Information Form

2. Retirement Board Procurement Compliance Certification
(Complete in PROSPER)

3. Vendor Certification

4. Vendor Disclosures Form

5. Retirement Board Member Certification
(Complete in PROSPER. One for each board member)

3

This procurement package is for a (check one)

☐ New Hire

☐ Rehire